

Rockland Fire Protection District
Board of Trustees

Minutes of Special Meeting
Monday, January 30, 2017
Knollwood Fire Department, Apparatus Bay
14 Skokie Highway, Lake Bluff, IL. 60044

1. Call to Order and Roll Call. President Snoblin called the meeting to order at 6:35 p.m. Roll call was taken with the following attendance noted:

Trustee/President Karl Snoblin	Attorney Brian O'Connor
Trustee/Treasurer Dan Rogers	
Trustee/Secretary Robert Grum	

Quorum acknowledged.
Others present –

District Chief Officers in Gallery	
Chief Jon Harlow	Deputy Chief Mike Issel
Village of Libertyville	
Rich Carani, Fire Chief	Christopher Clark, Administrator
Mike Pakosta, Deputy Chief	Lt. Mike Hall, Member & Union President
Libertyville Fire Protection District	
Lee Hack, Trustee	

Members of the Public and Department (approximately 140 total).

2. Pledge of Allegiance. Recitation led by President Snoblin.

3. Presentation by Chief Carani on Libertyville Proposal.
 - a. Introductory comments by Trustee Snoblin, followed by Trustees Rogers and Grum.
 - b. Introduction of Chief Carani by Trustee Snoblin.
 - c. Chief Carani provided a PowerPoint presentation on Libertyville's proposal to offer fire, ambulance, technical and special rescue, and code enforcement services to the District. Copy of presentation attached.
 - d. Presentation started at 6:41 p.m. and ended at 7:20 p.m.
 - e. Included in Chief Carani's presentation were responses to several questions from the public.

4. Procedures for Public Comment.
 - a. At 7:22 p.m. motion by Trustee Snoblin, seconded by Trustee Rogers to have District's legal counsel preside over Public Comment and remainder of meeting. No Discussion. The Motion was approved by a unanimous voice vote.
 - b. Attorney O'Connor asked for a motion to approved a temporary suspension for this meeting of two provisions of the Procedures for Public Comment adopted by the Board on August 8, 2016, namely (1) the public comment time limit of 5 minutes defined in Procedure #4 and (2) rescission of Procedure #5's limitation that "the Board will not respond nor engage in debate or discussion" related to comments offered. A copy of the Procedures for Public Comment, as adopted, is

attached. No discussion. At 7:25 p.m. roll Call vote was taken: Snoblin – yes, Rogers – yes, Grum – yes. Motion approved.

- c. Attorney O'Connor reminded all present that other provisions of the Procedures remained in effect: comments should be respectful and courteous, one person offers comments at a time, etc.
 - d. Attorney O'Connor asked members desiring to comment to move to the center of the gallery, use the microphone so all present could hear the comment or question, identify themselves stating their name and whether they were a District resident, and to direct questions or comments to Attorney O'Connor who would re-direct the question or comment to the appropriate person to respond (Trustee Snoblin, Trustee Rogers, Trustee Grum for District matters; Chief Carani regarding the Presentation).
5. Public Comment. Attorney O'Connor opened the meeting to comments from the public beginning at 7:26 p.m. [5 ILCS 120/2.06(g)]. A number of members of the public offered comments and questions. Responses were offered by Trustees for District matters, Chief Carani regarding the Presentation, and Attorney O'Connor for legal questions. Comments concluded at 9:16 p.m.
6. Adjournment. There being no further business, Attorney O'Connor called for motion to adjourn. Trustee Snoblin made a motion to adjourn at 9:17 p.m. which was seconded by Trustee Rogers. The Motion was approved by a unanimous voice vote. Meeting adjourned at 9:17 p.m.

Respectfully submitted,

Brian J. O'Connor
District Attorney

Attachments: Libertyville Proposal Presentation
District's Procedures Regarding Public Comment

Approved _____, 2016

Karl Snoblin
Board President

Robert Grum
Board Secretary



ROCKLAND FIRE PROTECTION DISTRICT

PUBLIC MEETING

DISCUSSION OF FIRE AND AMBULANCE

SERVICES

FROM THE LIBERTYVILLE FIRE DEPARTMENT

JAN 30, 2017



Introductions

- ▶ Rockland Fire Protection District Trustees
- ▶ Village of Libertyville Administration
- ▶ Libertyville Fire Protection District
- ▶ Libertyville Fire Department Staff

Why Are We Here?



- ▶ Rockland Fire Protection District Board of Trustees has a Responsibility to provide sustainable and affordable Fire and Ambulance service to the Residents of Knollwood.
 - ▶ You need to have this conversation at the very least.
- ▶ Possibility of losing the current Knollwood Fire Station site due to the potential future Highway 41 road improvements.
- ▶ Discussion of the purchasing of property for a new Knollwood Fire Station on Waukegan Rd ½ Mile from Libertyville Fire Station 3.
- ▶ Illinois and Lake County Consolidation recommendations: HB 0229 (Allows for the consolidation of units of local government in Illinois).
- ▶ The Current and future costs of providing fire and ambulance services in Illinois for Fulltime and Volunteer Fire Departments is becoming unaffordable. (Sustainability)
- ▶ Forward Thinking: The Status Quo does not cut it anymore, new “outside of the box” ideas need to be considered in all units of government.




Why are we here, Continued:

- ▶ As Fire Service Leaders we are charged with providing quality service, protecting tax revenue, and finding ways to do more with less. (These are the times we live in)
- ▶ It is the Village of Libertyville's understanding that the RFPD is evaluating different options for service as part of a long term budget/expense planning exercise.
 - ▶ To that point: The Village of Libertyville submitted a draft proposal for Fire, Ambulance and Fire Prevention Bureau Services to the RFPD on Jan 5, 2017.
- ▶ The Village of Libertyville's proposal indicates our interest in providing Fire, Ambulance and Fire Prevention Bureau services to the residents of the RFPD in an effort to provide sustainable service options for both organizations.



Available Opportunities

- ▶ Opportunity to discuss providing service to RFPD.
- ▶ Opportunity to find a sustainable service model that would work for Knollwood and Libertyville together.
- ▶ Ability for RFPD residents to save future tax dollars.
- ▶ The Libertyville proposal suggests an approximate 30% savings for Knollwood over current services.
- ▶ Ability for Libertyville and the RFPD residents to save future tax dollars together.



Examples of Recent Successful Consolidation Efforts in Lake County

- ▶ Rockland Fire Protection District, Countryside Fire Protection District, Village of Lincolnshire and Libertyville consolidation with Vernon Hills for Fire and Police Dispatch.
- ▶ Lake Forest, Lake Bluff, Highland Park Consolidated Dispatch with Glenview.
- ▶ Highwood contracting all Fire, Ambulance and Bureau Services to the City of Highland Park closing the Highwood Station June 2016.
- ▶ Wauconda FD consolidation with Lake Zurich for Fire Dispatch
- ▶ Lakewood consolidation of fire and ambulance service with the City of Crystal Lake closing the Lakewood station.

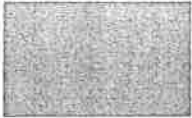
Brief Description of the Libertyville Fire Department



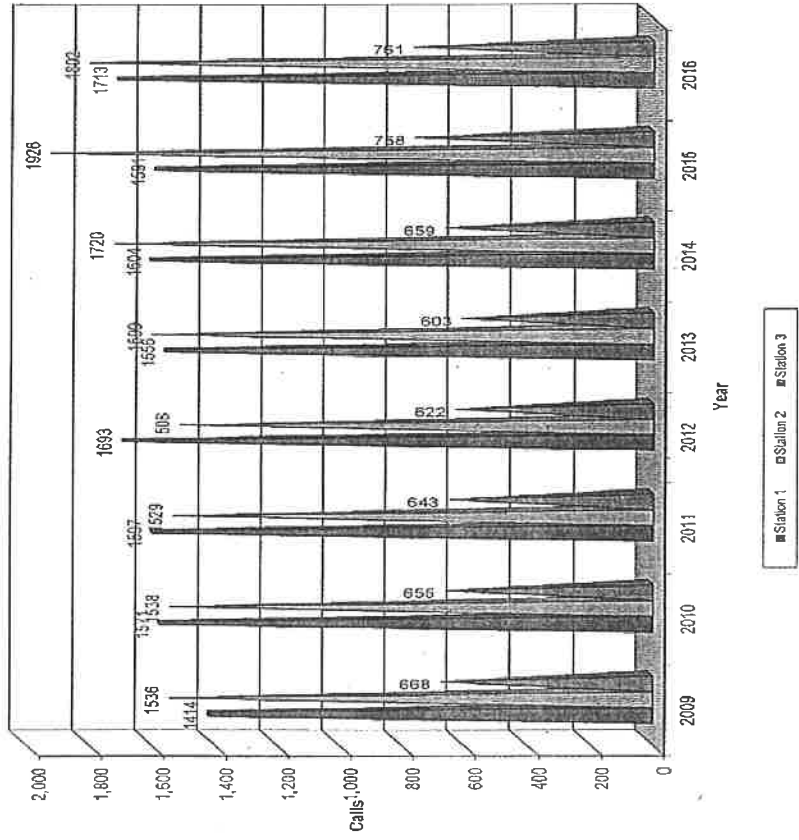
- ▶ Full time paid Municipal Fire Department
- ▶ Currently, contract services to the Libertyville Fire Protection District (Over 70 years) *75 years*
- ▶ Three staffed fire stations
- ▶ 42 full time personnel (All Certified Paramedics)
- ▶ 1 Chief, 1 Deputy Chief, 1 Fire Marshal, 2 Part-time Fire Inspectors, 1 Secretary, 39 Shift personnel (Includes 1 Shift Commander, 3 Station Lt's, 9 Firefighter/Paramedics)
- ▶ Service Area - 31 square miles
 - ▶ Village of Libertyville – 9 square miles
 - ▶ Libertyville Fire Protection District – 22 square miles

Response Coverage for RFPD

- ▶ Proximity of LFD Station #3 to provide fire and EMS services.
- As stated in the Knollwood Fire Department 2016-2017 Budget Proposal to the Rockland Fire Protection District on Page 4, Ambulance Service, "An ambulance is provided by the Libertyville Fire Department under contract from one of its three stations. Station 3 being the primary response has cut response times from 5-8 minutes to under 3."
- ▶ In 2016, Libertyville Responded to Knollwood 151 for Ambulance calls.
 - ▶ 131 resulted in transports to the hospital
 - ▶ 123 of these calls generated a response from Station 3
 - ▶ 8 of these calls generated a response from Libertyville St 1 or 2
 - ▶ 4276 calls for service in 2016
 - ▶ Station 1 – 1713 calls (4.6 calls for service per day average)
 - ▶ Station 2 – 1802 calls (4.9 calls for service per day average)
 - ▶ Station 3 – 761 calls (2.08 calls for service per day average)
 - ▶ Unit Hour Utilization
 - ▶ Knollwood Overall - 0.07 (Poor Utilization) *underutilizing*
 - ▶ Libertyville Overall - 0.299 (Average Utilization)
 - ▶ Libertyville Station 3 - 0.061 (Poor Utilization)



Station Call Responses





Lake County, Illinois

Rockland FPD

0.86 Square Miles



Lake County
Geographic Information System
Lake County
Department of Information Technology
16 N. County St.
Waukegan, IL 60085
(847) 377-2373
Map Printed on 4/14/2016

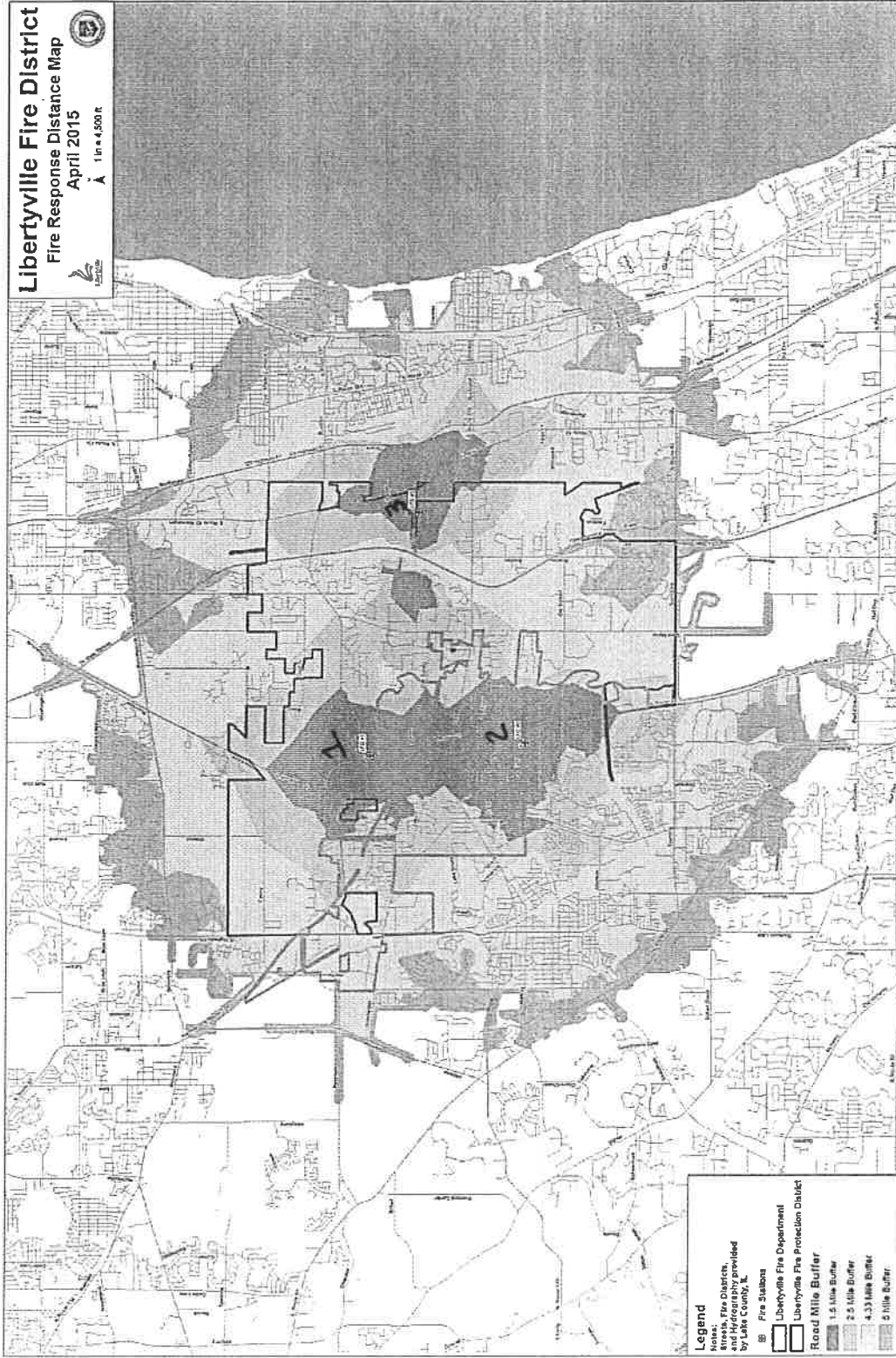
Legend:

- Tax Parcels
- Municipalities
- Forest Preserves
- Trails

Disclaimer: The subject herein may not be shown as it appears in the actual field. It is not intended to be used as a substitute for a site visit or other means of determining the actual boundaries of the subject property. This map was not compiled as a regulatory document and is not to be used for regulatory purposes. This map is intended to be used as a reference only.



Village of Libertyville and the Libertyville FPD 31 Square Miles

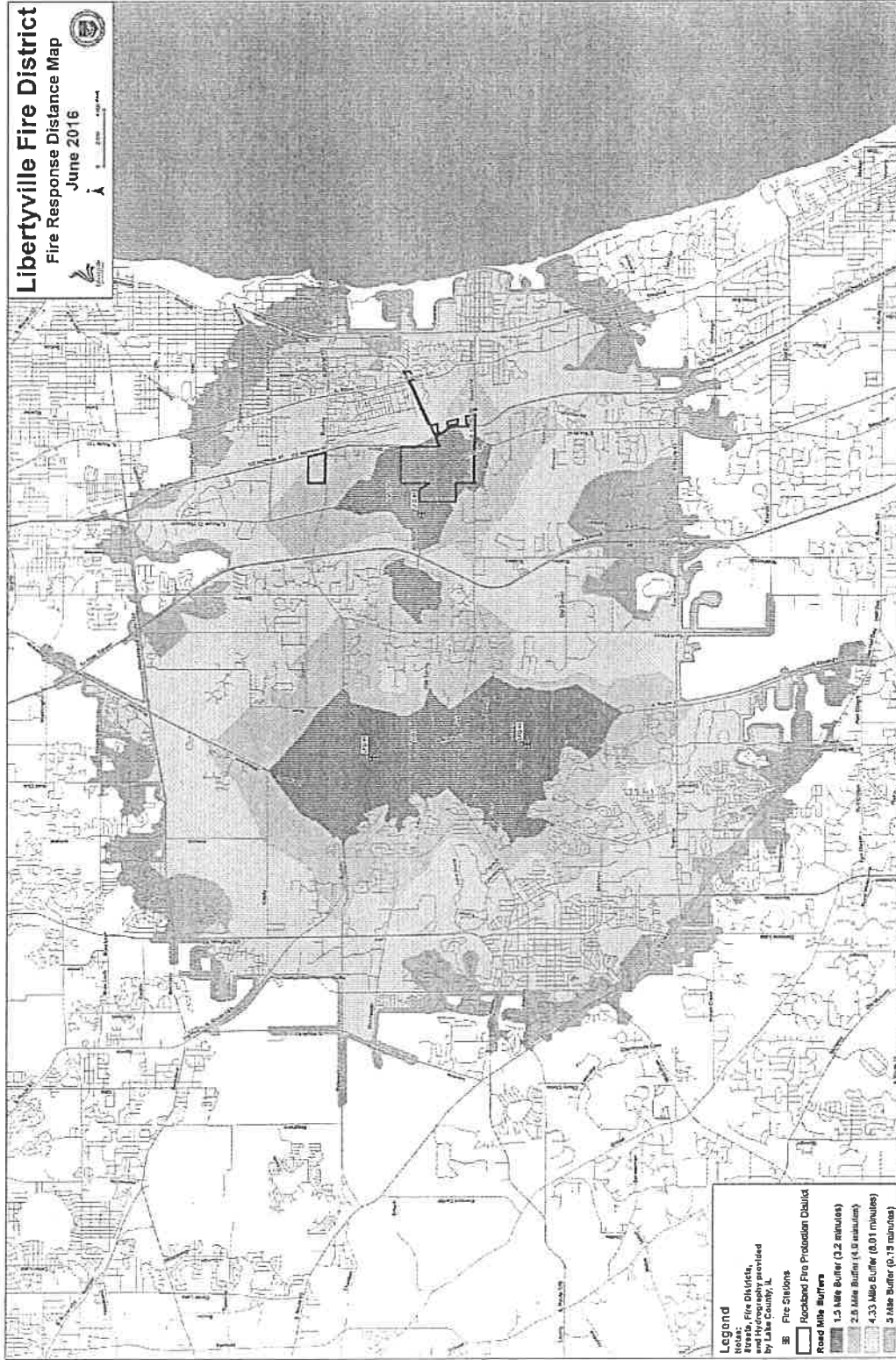




Rockland FPD

1.5 mile
buffer

3.2 minute
Response
time



Fee For Service

- ▶ Jan 5, Proposal : Equity between the Village of Libertyville, LFPD, & the RFPD
 - ▶ Needed to find a starting point for an agreement
- ▶ EAV
- ▶ The Sheridan Center Assessment
- ▶ Renewal Formula (budget percentage, budget line items, CPI)
 - ▶ In the Contract with the Libertyville FPD there is a 4 % increase cap which generates a meeting to discuss the reason for the increase.

2017
CPI - 2.1%

Fire Services

- ▶ Dispatch Services
- ▶ Residential and Commercial Structure Fire Responses
- ▶ Member of MABAS Division 4
- ▶ Carbon Monoxide Responses
- ▶ Vehicle Fire Responses
- ▶ Wires down Responses
- ▶ Smoke detector installation or assist
- ▶ Rubbish, Grass, Trash, and all other type Fire Responses
- ▶ Fire Alarm Monitoring
- ▶ Fire Alarm Responses
- ▶ Elevator Rescue/Alarm Responses
- ▶ Smoke Investigation Responses
- ▶ Hazardous Material Responses Technician Level
- ▶ Confined Space Rescue Responses Technician Level
- ▶ High Angle Rescue Responses Technician Level
- ▶ Trench Rescue Responses Technician Level
- ▶ Dive Rescue Responses Technician Level
- ▶ Swift Water Responses Technician Level
- ▶ Ice Dive Responses Technician Level
- ▶ Wildland Fire Responses Technician Level
- ▶ General Public Assist Requests
- ▶ Block Party Attendance



Emergency Medical Services

- ▶ Advanced Life Support Ambulance Service - Paramedics (Highest Level) (Already provided to Knollwood through agreement)
- ▶ Motor Vehicle Accident Responses - Auto Extrication
- ▶ Special Event Coverage



Fire Prevention Bureau Services

- ▶ Fire Investigation (Cause and Origin)
- ▶ Fire Inspection and Re-inspection of commercial and multi-family occupancies
- ▶ Plan Review services (Life Safety, Fire Alarm, Sprinkler)
- ▶ Code enforcement (Rockland FPD Codes)
- ▶ New Occupancy Compliance Inspections
- ▶ Work with Lake County Building Department to enforce local building codes.
- ▶ Public Education:
 - ▶ Schools "Risk Watch"
 - ▶ Senior Living Facilities "Remembering When"
 - ▶ Fire Extinguisher Training
 - ▶ Severe Weather planning

Rumors / Concerns

- ▶ Ability for Libertyville to respond to Knollwood calls:
 - ▶ How do Fire Departments handle multiple calls (Second Station, ARA closest Station, Mutual Aid, Station³ call back) *157 / 131 / 123*
 - ▶ Multiple Call percentage 2016 – 28%
- ▶ Pension Concerns:
 - ▶ Libertyville Fire Pension Assets \$26,674,097.00
 - ▶ Percent Funded 61.9% - Dropped in 2016 despite increased funds (new mortality table)
 - ▶ Village has increased funding above required contribution last two years
 - ▶ Fund in good shape
- ▶ Budget Concerns
 - ▶ FD Budget in good shape
 - ▶ Continue to fund required vehicle purchases
 - ▶ Added Deputy Fire Chief in 2016 (New Position)
 - ▶ At full staffing

2.15 RULES OF ORDER

**F. Rule 6. Addressing the Board
Procedures Regarding Public Comment**

**ROCKLAND FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
Procedures Regarding Public Comment**

The Illinois Open Meetings Act, Section 2.06(g) provides that "Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body."

Public comment offered to the District's Board of Trustees (Board) is encouraged but cannot impede or interfere with the stated and published purpose of the meeting; to that end the opportunity for members of the public to address the Board shall comply with the following procedures.

1. Persons wishing to speak may do so only after being recognized for that purpose by the presiding officer (usually the Board President, but possibly a President *pro tem*). Only one person may address the Board at a time.
2. Persons addressing the Board shall identify themselves for the record, and for the Board and members of the public and Department also attending the meeting.
3. Persons addressing the Board will offer all comments in a courteous and professional manner, and refrain from use of inappropriate, offensive or profane language.
4. Persons addressing the Board will be limited to a period of not more than five (5) minutes for comments, after which they will return to their seat in an orderly, quiet and non-disruptive manner.
5. Persons addressing the Board may comment on issues of public interest: the Board will not respond nor engage in debate or discussion relating to comments offered or made.
6. Persons addressing the Board should refrain from offering repetitive or duplicative comments which offer no new information or perspective and which otherwise impede progress of the stated and published purpose of the meeting.
7. Persons addressing the Board will refrain from comments, gestures, or other verbal or non-verbal communications when not recognized to offer public comment. The presiding officer is charged with enforcing orderly decorum at meetings to enable effective and efficient consideration by the Board of the stated and published purpose of the meeting; to that end the presiding officer will request person or persons causing disruptive conduct to cease such conduct.
8. In the event public comment or behavior at the meeting becomes disruptive to the Board's effective and efficient conduct of the meeting, the presiding officer may recess the meeting until such time that conditions are conducive to resume conduct of the business of the public body. If the disturbance is particularly egregious, the presiding officer may recess the meeting to reconvene at a designated time, date and place. The proposition by the presiding officer to recess or to recess and reconvene at a later time, date and place shall be approved by the Board. If taken, the decision to recess shall be recorded in the minutes, along with the vote of the Board and a statement as to the cause of the disruption necessitating the recess.
9. Any member of the public recording a Board meeting for private purposes using audio or video methods or means is individually responsible for obtaining any needed consents from any and all persons present at the meeting, excluding the Trustees and District's Fire Chief, Deputy Fire Chief and Attorney.

Approved by the Board of Trustees

August 8, 2016